

## MILPERSMAN 1306-1702

### AVAILABILITY PROCESSING – CLASS "O" FORMER OFFICER CANDIDATES AND FORMER OFFICERS

|                                    |                           |                  |   |
|------------------------------------|---------------------------|------------------|---|
| <b>Responsible Office</b>          | NAVPERSCOM<br>(PERS-40GG) | Phone            | DSN: 882-3779<br>Com: (901) 874-3779<br>Fax: 874-2647 |
| NAVPERSCOM CUSTOMER SERVICE CENTER |                           | Phone: Toll Free | 1-866-U ASK NPC                                       |

|                   |                       |
|-------------------|-----------------------|
| <b>References</b> | (a) OPNAVINST 1420.1B |
|-------------------|-----------------------|

1. **Class "O" – Former Officer Candidates and Former Officers.**

This class is for former officers, officer candidates, and midshipmen gained into Navy strength or already commissioned officers reverting back to enlisted status.

2. **Responsibility.** The personnel support detachment (PERSUPP DET) and customer service desk for shore commands (e.g., duty type 1, 3, or 6 as provided in MILPERSMAN 1306-102) are responsible for submitting gain documents to include exception gain messages uploaded through the Navy Standard Integrated Processing System (NSIPS) and for submitting availability reports (AVAIL).

a. Refer to NSIPS user guides when submitting exception gains to bring a member into Navy strength. Submit an NSIPS trouble ticket when an exception gain message cannot be uploaded through NSIPS.

b. Nonshore and operational activities (e.g., duty type 2 or 4 as provided in MILPERSMAN 1306-102) will contact Navy Personnel Command (NAVPERSCOM) AVAILs Program Manager (PERS-40GG) prior to an AVAIL submission for personnel onboard who become available in this class.

3. **Report Submissions.** Class "O" AVAILs are considered immediate and should be submitted as soon as gain is posted to the Navy master file with Navy full strength status using NSIPS.

4. **Disenrollment and Loss of Status Processing.** Former Officer candidates disenrolled from officer programs and considered not

qualified for enlisted status may be separated from naval service as approved by higher authority. Refer to MILPERSMAN 1910-182 for further guidelines on separation authority.

a. **Former Seaman to Admiral-21 Program (STA-21).** Students disenrolled from training will be issued permanent change of station orders to a new assignment to complete 5 years of enlisted service from the date of program disenrollment, or the remainder of their current enlistment, whichever is longer. Former STA-21 flight pilot option officer candidates will incur 6 years of enlisted service from their date of disenrollment.

b. **Former Medical Service Corps In-Service Procurement Program.** Students who are disenrolled or decline to accept an appointment will remain in their enlisted rate and be made available for general assignment. Members will be required to serve the time remaining on their current obligation.

c. **Former Medical Enlisted Commissioning Program.** Students disenrolled will be made available for general assignment for duty in their current rate or rating and shall complete the remainder of the terms of their enlistment. The period served at the college or university will count as shore duty.

d. **Former Officer Candidates.** Personnel no longer eligible for the officer candidate school program due to being disenrolled or for declining to accept appointment as a commissioned officer will revert back to their enlisted status and made available for general assignment. Members will be required to serve the time remaining on their current obligation.

e. **Naval Academy Midshipmen.** Disenrolled midshipmen will be transferred as follows:

(1) Members not in a pending separation status will be transferred to Headquarters, Naval District Washington, D.C. and report to the servicing PERSUPP DET to be gained into Navy strength and have an AVAIL submitted;

(2) Members in a pending separation status at the home of record will be transferred to the Navy facility closest to their home of record and receive DD 214 Certificate of Release or Discharge from active duty;

(3) Refer to MILPERSMAN 1531-020 for further guidelines concerning disposition of personnel.

f. **Other Service Academies.** Refer to MILPERSMAN 1910-186.

g. **Aviation Reserve Officer Candidates.** Refer to Commander, Naval Air Force Reserve directives.

5. **Listing of Availability Codes.** The following table lists class "O" availability codes and their descriptions. Ensure all appropriate remarks are provided per MILPERSMAN 1306-1714 and the proper format and method are used per MILPERSMAN 1306-1715.

| Code | Description  | Notes |
|------|--|-------|
| OD   | Officer candidates disenrolled, dropped from, or no longer eligible to continue training (who are coming from prior enlisted active duty service). | 1     |
| OE   | STA-21 students disenrolled from or no longer eligible to continue training.   | 1     |
| OF   | Officer candidate declines appointment and is made available for further assignment.   | 2     |
| OG   | Commissioned officer no longer eligible to retain commission.  | 3     |
| OM   | Midshipmen without prior active duty service who are disenrolled and ordered to active duty.   | 4     |
| ON   | Midshipmen with prior active duty service who are disenrolled and ordered back to active duty.   | 4     |
| OR   | Officer voluntarily reverts back to an enlisted status and made available for further assignment.  | 5     |

**Note 1:** Indicate the course and program from which the member was disenrolled or dropped.

**Note 2:** Reference letter declining appointment.

**Note 3:** Reference substantiating document(s) and provide brief reason why the officer is no longer eligible for commission.

**Note 4:** Reference disenrollment letter and indicate the date disenrolled and the dates served as a midshipmen.

**Note 5:** Reference substantiating documents(s) and provide a brief reason for why the officer is being reverted to an enlisted status.